

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE
COALINGA-HURON LIBRARY DISTRICT
Tuesday, October 11, 2016 5:30 p.m.
Coalinga Library Program Room**

TRUSTEES PRESENT: Mr. Whitwill, President; Mr. Crawford, Vice-President; Mr. Chavez, Clerk; Mr. Albrecht, Trustee; Ms. Zavala, Trustee

ADMINISTRATION PRESENT: Ms. Mary Leal, Director of Library Services; Ms. Jacqueline Collings, Administrative Assistant

CALL TO ORDER: The meeting was called to order by President Mr. Whitwill at 5:30 p.m.

FLAG SOLUTE: Mr. Whitwill led the flag salute.

APPROVAL OF THE AGENDA

Mr. Whitwill: Need a motion to approve the agenda?

Mr. Albrecht: So moved, seconded by Mr. Chavez. Motion carried unanimously.

CONSENT AGENDA

These matters are routine in nature and are usually approved by a single vote. Prior to action by the board, the public will be given the opportunity to comment on any Consent Item or Action Item.

- C-1 Approval of September 2016 checks 014852 thru 014873 in the amount of \$129,758.09 of which payroll was \$43,915.52.
- C-2 Approval of minutes for Board Meeting held on Sept. 13, 2016.
- C-3 Approval of Withdrawn List.

Mr. Whitwill: Any questions? I need a motion?

Mr. Chavez: So moved, seconded by Ms. Zavala. Motion carried unanimously.

ACTION ITEMS

- A-1 Board Policy #3003 Grievance Procedures – Second Reading

Ms. Leal: We had discussed this at the last meeting which was the first reading. Nothing has changed from what was brought up last month. What happened was according to the handbook and the MOU there are now four steps to the grievance policy and our board policy did not have the fourth step so I went ahead and added that fourth step that is in our MOU so that it will match our board policy.

Mr. Whitwill: Any questions or comments?

Mr. Chavez: No.

Mr. Whitwill: Need a motion?

Mr. Chavez: So moved, seconded by Mr. Albrecht. Motion carried unanimously.

- A-2 Board Policy #3005 Vacation – Second Reading

Ms. Leal: On the vacation policy, again we discussed it at the last meeting there was a change in some of the service periods and the monthly accrual rate that was not reflected on the old board policy. This just matches the board policy with the MOU.

Mr. Whitwill: Any questions or comments?

Ms. Zavala: Nope.

Mr. Albrecht: So moved, seconded by Mr. Chavez. Motion carried unanimously.

- A-3 Board Policy #3006 Holiday – Second Reading

Ms. Leal: The main thing that I wanted to match was that in the old policy it stated that there were only a couple of hours off for Christmas Eve and for New Year's Eve. Now according to the new MOU we get out at one o'clock on Christmas Eve Day and New Year's Eve Day. There was a question about getting off for the Horned Toad Derby. I misspoke. I said it was in the MOU and it is not in the MOU so I wanted to clarify that because you did question me on that at the last meeting. It is still on here and I wanted to share that with you to see what you want to do.

Mr. Chavez: I think we should take it out because it is not a holiday.

Mr. Crawford: The only thing is that you don't get very many people come in and this is only in the Coalinga Branch that is not open.

Ms. Zavala: Huron is closed too.

Mr. Crawford: It's closed.

Mr. Chavez: That is what I am saying.

Mr. Crawford: But I mean you would be open for the Horned Toad Derby is what I am saying.

Mr. Albrecht: But if you are closed are they getting Holiday Pay?

Ms. Leal: No they are not getting Holiday Pay. There is only one person that works every Saturday and that person works Tuesday thru Saturday. She would work the Monday for the Saturday or take a vacation day. The other person who works on Saturday takes the Friday off to work the Saturday, but instead they would work the Friday for the Saturday. So nobody gets Holiday pay.

Mr. Crawford: In the past too they would participate in the Horned Toad Derby Parade to advertise for the Summer Reading.

Mr. Albrecht: If they are getting paid I don't see a problem with that.

Mr. Chavez: It is labeled like it is a holiday and it is not a holiday.

Mr. Albrecht: It's a local holiday.

Mr. Chavez: For you guys.

Mr. Whitwill: It is listed as a scheduled holiday which is kind of misleading.

Mr. Crawford: Would that be something Mary could bring up to us.

Mr. Chavez: Yes, I was thinking maybe do a survey, maybe Huron would like to have the library open.

Ms. Leal: Okay

Mr. Chavez: Like I said they really don't come over here on Saturdays and if they want to work they don't have to take another day off.

Ms. Leal: So what are you asking me to do exactly?

Mr. Chavez: One of the problems that I have of us been closed is that we are supposed to have more services for the community and having that day closed and then we have another day "Admissions Day". Did you check on that one?

Ms. Zavala: Is it in the MOU?

Ms. Leal: It is in the MOU contract.

Mr. Chavez: We have 16 holidays and not a lot of people have 16 holidays that is something we talked about at the last union negotiations that we have to many holidays and we are supposed to be open for the public.

Ms. Sanchez: When can the public address the board?

Ms. Leal: Mr. Whitwill will ask if there are any comments from the public. Correct Mr. Whitwill?

Mr. Whitwill: I am supposed to if you have something you can say.

Ms. Sanchez: On the holidays that is what we are talking about.

Mr. Whitwill: Yes.

Ms. Sanchez: I have been here for almost 10 years in March since I got here they have always had that and I am not from Coalinga. I have also heard that in the past sometimes they also contribute to the parade with a float or something. For a time in the year or longer you don't get nobody anyway nobody misses us on Saturday. If it is not paid I mean I don't sometimes I don't have to work that Saturday, but why do we have to make the people that have to work that day if she is not getting paid for it.

Mr. Chavez: The problem that we are having and what I am having is we are getting to many holidays and I understand that this started a long time ago and back then we did not have this many holidays, but the state and everybody else are making more holidays. Caesar Chavez is a new one it hasn't been here for a long time and we get that one. Now we have some other new ones too. I said Admission's Day a lot of people don't take it we are the only ones closed, Fresno is open. Yes we checked.

Ms. Sanchez: Those are paid for, but this one is not paid for.

Ms. Zavala: I can see it being a local Holiday, local thing.

Mr. Whitwill: Yes.

Mr. Crawford: Maybe we can have Mary address it to the board to have it at that time. Just like any other time just like that one time you guys went up to that conference .

Mr. Whitwill: Obviously we would open the Huron Library if there was an interest. If you would take a survey and find out if there is an interest in the part of the community to have the library open in Huron and if we did the ones working would have to be paid.

Mr. Chavez: They don't have to take another day off.

Mr. Whitwill: Correct.

Ms. Leal: You want me to do a public survey, I was confused you want me to type up something and put it here at the front desk.

Mr. Chavez: Yes, here and in Huron.

Ms. Leal: Would you like to see us open on Horned Toad Saturday. Put that over there and leave it out for a couple of months and then I will let you know what the responses are.

Mr. Whitwill: Yes and see what they say because if there is an interest obviously we should be open. Then of course whoever is working will be paid.

Ms. Leal: I will do a patron survey for a couple of months we will revisit it and table it for December.

Mr. Chavez: Well we can discuss this holiday because it is not part of what we are talking about.

Ms. Leal: Okay

Mr. Albrecht: It is just a local thing we can change that anytime it is just listed as a holiday.

Ms. Leal: But it is on this policy do you want me to remove it.

Mr. Albrecht: Remove it from the policy.

Mr. Chavez: Remove it from the policy.

Ms. Leal: We will remove from this policy we will revisit it again to approve it one more time because I have to type it up and you guys have to see it to make sure it is correct. We will have a third reading and then I will do a survey.

Mr. Chavez: No actually you don't have to we are deciding right now

Ms. Leal: Just to remove it.

Mr. Albrecht: Just remove it

Mr. Chavez: This is the time to change it.

Ms. Leal: Okay.

Mr. Whitwill: Then if we revisit it and it stirs an interest we can decide then.

Mr. Albrecht: You can always come to us and say its Horned Toad Derby we want to close this library, we can do it.

Mr. Chavez: The only problem is that it is misleading because it is not a holiday.

Mr. Whitwill: Yes it is. Any other discussions, I need a motion.

Mr. Albrecht: So moved that we pass it as changed, seconded by Mr. Chavez. Motion carried unanimously.

- A-4 Board Policy #3010 Employee of Relatives – Second Reading

Ms. Leal: Again everything is the same as we discussed last time and the change was that we add domestic partner because that is the new trend. It is in the MOU, but not in the old Board Policy. Again I am trying to make the Board Policies jive together.

Mr. Whitwill: Any questions or comments? Need a motion.

Mr. Albrecht: So moved, seconded by Mr. Chavez. Motion carried unanimously.

- A-5 Board Policy #3011 Job Description – Second Reading

Ms. Leal: Again it is the same idea the thing that was added to this because I had no idea where else to put it is step number five; “Employees work for the district, and are to be available to work at both branches”. There have been some comments and concerns in the past that some employee’s did not know that they work for the district and not for the particular library branch. I believe that clarifies that issue and I really did not know anywhere else to put it. Half of the job descriptions have been re-written as I have hired new people and the other half I will be working on for the next couple of months I wanted to get this done so that way all the job descriptions are current.

Mr. Whitwill: Because it does not say that anywhere?

Ms. Leal: It is assumed or I thought it was assumed, but since I am updating the Board Policies I thought that it should be put in there because some of the staff had questions.

Mr. Whitwill: Yes it should be clarified that is probably the appropriate place to put it.

Mr. Chavez: Yes.

Ms. Sanchez: I have a comment, again back when I started here when Carol was here let me go back to then I remember that that was one of the things that I thought that she always paid us because she said that we were hired and believe me I am not making it up. I always thought that she herself should not have gotten paid for going to Huron and we used to comment that amongst us. She was hired to be for both libraries, but we didn’t because she even told us and I don’t know how Mr. Chavez has been here longer then me here in the board and everything I don’t know if you remember checking because you get all that type of stuff. We always got paid for going to Huron since before Carol and she used to get paid for it and I was also in Jackie’s position and I used to see that.

Mr. Chavez: That is the reason we are updating the policy because it was assumed and a lot of people did not really check and now for everybody to understand that they work for the District. It is just like the school district if they are sent somewhere else they will go there at the same rate of pay because they work for the district.

Ms. Leal: I did ask legal, and legally we do have to pay them mileage unless they are assigned to that place, but I will double check.

Mr. Chavez: Yes double check please.

Mr. Whitwill: Find out.

Ms. Leal: Yes because once we have this in the policy then I will double check with legal again.

Mr. Chavez: Yes and whoever comes in that is the reason we are updating the policy as they come in they are going to see that they work for the District.

Ms. Zavala: I did not think about that.

Ms. Sanchez: And I remember also that Melba that no I don't get paid you guys should because I was hired to be in Huron, but I remember because I used to be in that position and you used to approve that and I always felt like she should get paid.

Mr. Chavez: Just like the holidays we need to update there are a lot of changes and this is another change.

Ms. Sanchez: That is why everybody is asking why they are changing. Why? Why?

Mr. Chavez: Because its time.

Ms. Zavala: I know that the state does it to where they send you to Pleasant Valley and you don't have a permanent position they send you to Avenal for a few weeks they will pay you for that mileage.

Ms. Sanchez: That is the way they said it where ever your position is if you do have to go they do have to pay you mileage.

Mr. Whitwill: I think part of what we want to clarify because you are going to find out whether or not we have to pay them mileage and if we do, we do, but I think the position of the Board is if you are hired by the District you could be assigned at either sight now if you live in Coalinga

and you are assigned to go out to Huron I don't think it is unreasonable to pay mileage if that is what we need to do. It needs to be clarified. If employee doesn't have the option to refuse an assignment at either site.

Ms. Leal: I did have that problem with a couple of employees "I thought I just worked at this library I did not know I had to work over there". So I just wanted it to be in the policies, to be clarified.

Mr. Whitwill: When you clarify it there is no debate or discussion and you go where you are assigned and it is not optional because you work for the Library District.

Ms. Zavala: Or sometimes there is temporary assignment I'm sure like somebody gets sick in Huron and somebody has to go out there.

Mr. Albrecht: Yes.

Mr. Whitwill: Yes

Ms. Leal: I will double check again to see if the people that travel are entitled to mileage, is that correct.

Mr. Whitwill: Yes

Ms. Zavala: Yes

Mr. Albrecht: If their normal working position is here and they have to go out there to cover a sick day I don't see a problem with paying mileage.

Mr. Chavez: Just remember that when we hire people they just don't have to be from Coalinga or Huron we can hire somebody from Avenal are we going to pay mileage too? That is the reason why we are doing this because you work for the district.

Mr. Albrecht: Like where I work you would get paid from this library to that library not from your home.

Mr. Whitwill: Right we don't pay mileage from home it's between sites.

Mr. Chavez: Like the clarification that they work for the district where ever you send them that is where you are going to work.

Ms. Sanchez: And we have to pay our own gas.

Mr. Chavez: That is what she is checking on.

Mr. Whitwill: That is what we are going to find out.

Mr. Albrecht: Most people when they go to work pay their own gas they don't get paid to go to work.

Mr. Whitwill: Right

Ms. Leal: Up to this point everybody that has put in for travel has gotten paid.

Mr. Chavez: It was something that we have been doing.

Mr. Albrecht: Because if you are assigned here, but then all of a sudden you get assigned there well that is a change in assignment I understand you getting paid mileage for that.

Ms. Leal: And for the record I never put in for mileage when I go back and forth to Huron.

Mr. Chavez: This is the reason why we are updating this policy and you will check with Jay about it.

Mr. Whitwill: Alright so I need a motion?

Mr. Chavez: So moved, seconded by Mr. Albrecht. Motion carried unanimously.

DIRECTOR'S UPDATE

Ms. Leal: We are joining in with the Chamber of Commerce downtown Halloween Fun. Halloween fun is going to be from 3 -5 in the afternoon and we are going to be having a Haunted House here. Not the whole library is going to be a haunted house. Some of the other downtown businesses are going to be doing some little things as well for Halloween.

I handed you a flyer that has been updated and those are the events that are taking place on a weekly/monthly basis here in the Coalinga Library and the Huron Library has some as well I just don't have a copy of theirs with me. Those are the ongoing programs that we are having and we also have special programs going on like this week is Teen Week so Hilda and Maggie are doing special events this week at the respective libraries.

BOARD MEMBER REPORT

Ms. Zavala: Nothing

Mr. Chavez: Nothing

Mr. Albrecht: Nothing

Mr. Crawford: Nothing

Mr. Whitwill: Nothing

PUBLIC COMMENTS

This portion of the agenda may be utilized by any person to address the library Board on any matter within the jurisdiction of the Library District. However, depending on the subject matter, the Board may be unable to respond at this time or until the specific item is placed on the agenda at a future meeting, provided by the Brown Act. Speakers should limit their comments to not more than three (3) minutes.

No Public Comments

ADJOURNMENT

Mr. Whitwill: I need a motion to adjourn.

Mr. Albrecht: So moved, seconded by Mr. Chavez. Motion carried unanimously. Meeting was adjourned at 5:52 p.m.

DATE OF THE NEXT REGULAR MEETING: The next regular board meeting is Tuesday, November 15, 2016 at 5:30 p.m. at the Coalinga Library Program Room.